



CONTRACT POSITION ANNOUNCEMENT: **Projects Coordinator** **The Maine Environmental Education Association & The New England Environmental Education Alliance**

The Maine Environmental Education Association (MEEA) and the New England Environmental Education Alliance (NEEEA) seek a **Projects Coordinator** to support the work of both the MEEA and NEEEA Boards of Directors. The purpose of this contract position is to efficiently manage specific capacity-building projects for these growing state and regional nonprofit associations, coordinate efforts to implement the Environmental Literacy Plans of the six New England states, and build membership, participation and collaboration through marketing and communication. This position will receive direction from the MEEA/NEEEA Administration Committee. This five-person committee will consist of the president of each organization, the vice-president or president elect of each organization respectively, as well as the MEEA/NEEEA treasurer. The position reports directly to the MEEA or NEEEA president (depending on task).

THE ORGANIZATIONS:

The Maine Environmental Education Association (MEEA) facilitates and promotes environmental education in Maine through the sharing of ideas, resources, information, and cooperative programs among educators, organizations, and concerned individuals.

The New England Environmental Education Alliance (NEEEA) promotes quality environmental education across New England in partnership with all six New England state environmental education organizations including MEEA.

Both organizations provide networking and collaboration opportunities across New England through several formats:

- Hosting state & regional professional development opportunities with an annual conference (spring/MEEA and autumn/NEEEA), as well as training retreats & workshops.
- Recognizing exemplary environmental educators and programs through annual awards.
- Providing current EE information and resources through online newsletters, websites (www.meeassociation.org & www.neeea.org), list-serves and affiliation with the North American Association for Environmental Education.
- Assisting member organizations with board capacity, development and growth.

Both MEEA and NEEEA have growing finances and resources with annual operating budgets of over \$50,000 and combined retained earnings of over \$54,000. Both organizations currently have no paid staff and have 14 volunteer Board Directors each, with NEEEA's board comprised of 2 representatives from each of the 6 New England states and their state EE organization— COEAA, RIEEA, MEES, SWEEP, NHEE, MEEA plus a board president and past president.

DESIRED ATTRIBUTES & COMPETENCIES:

- Commitment to environmental education and a vision for helping achieve the missions of MEEA and NEEEA through increased capacity and implementation of state ELPs.
- Professional experience (5 years+), preferably in a nonprofit EE organization with a similar or related mission including project management and fundraising.
- Computer skills including spreadsheets, database, desktop publishing and the web (must provide own computer).
- Enthusiasm for collaboration, creativity, innovation and sustainable growth.

POSITION DESCRIPTION:

The MEEA/NEEEA Projects Coordinator duties will include:

- Assist state organizations with the creation and implementation of state Environmental Literacy Plans including regional sharing and collaboration.
- Manage grant writing and fundraising projects including foundation and corporate support.
- Assist both boards on their 5-year strategic plans including audience segmentation, needs assessment, appropriate activities and alternative business plans.
- Work with MEEA/NEEEA Treasurer on project finances, accounting and budget reports.
- Maintain and improve MEEA and NEEEA databases, files, archives.
- Manage MEEA and NEEEA websites.
- Manage and implement \$150,000 EPA Region 1 Grant (if awarded).
- Oversee marketing, membership and public relations projects for both organizations.
- Serve as NEEEA liaison to the 6 state organizations and as NAAEE Affiliate liaison.
- Various and sundry duties as they arise.

ANTICIPATED WORKLOAD:

2,400 hours from April 2, 2012 to December 31, 2013—

Average 30 hours per week: MEEA ~20 hours and NEEEA ~10 hours per week

The Projects Coordinator is expected to attend MEEA monthly board meetings and NEEEA quarterly meetings, and the MEEA and NEEEA annual conferences. An additional 10 hours/week is possible dependant on additional funding. This contract work will be paid on a monthly billable basis.

COMPENSATION:

Contractual position to be paid at \$30/hour for a 2012-2013 maximum of 2,400 hours plus an expenses stipend of up to \$1,500. Initial contract is for April 2, 2012 to December 31, 2013.

TO APPLY :

Please submit a cover letter and a current resume to the Projects Coordinator Staffing Committee, c/o Drew Dumsch, Treasurer, MEEA and NEEEA, at drew@fbes.org (in PDF format, please). *EOE - we do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.* Applications will receive priority consideration if received by February 20, 2012; however, applications will be accepted until the position is filled. April 2, 2012 is the anticipated start date for this position. Those with questions about the position or search process may contact:

Drew Dumsch, MEEA and NEEEA Treasurer, ph: 207-283-9951 or email: drew@fbes.org.
Ryder Scott, MEEA President, ph: 207-665-2935 or email: ryder.scott@maine.edu
Lisa Purcell, NEEEA President, ph: (802) 353-9440 or email: lisa@fourwindsinstitute.org